



Executive Director of Special Education

About the Education Achievement Authority: The Education Achievement Authority believes in disrupting the status quo in order to ensure a high-quality education for all students. Under the new leadership of the Chancellor, the EAA is committed to being a system of high-performing schools and not a school system. We believe that ALL of our students can and will achieve. We are always looking at ways to improve while enhancing the great work that our teachers, leaders and support staff do on a daily basis. Join our team!

Currently, the EAA contains fifteen schools of which twelve are direct-run and three are operated by a charter.

JOB TITLE: Executive Director of Special Education

REPORTS TO: Chancellor

Summary of Position:

The Education Achievement Authority is looking for a dynamic, experienced leader to serve as the Executive Director of Special Education. This position will be responsible for the administration and coordination of special education programming and services for the EAA. Our goal is for ALL students to achieve with the necessary conditions in place to achieve success. We believe that all students with an IEP should be in their least restrictive environment.

Minimum Qualifications:

- Master's Degree in special education or related field required
- Five (5) years minimum experience in special education administration.
- Experience in an urban school district is preferred.

Responsibilities and Essential Functions:

The Executive Director of Special Education's responsibilities will include, but not be limited to the following:

- Directs the preparation and process of the budget application and justification for all activities under special education (i.e. general funds and grants).



- Administers and monitors all activities associated with compliance to federal and state regulations related to special education.
- Recommends the continued improvement and development of special education programs/services and facilities, based upon EAA priorities, evidence gathered by research, program evaluation, and revision in entitlement legislation.
- Serves as a liaison to the Michigan Department of Education and the U.S. Office of Education on matters pertaining to special education.
- Collaborates with the leadership team and various departments regarding the implementation of special education programming; provides guidance/direction at special schools or specialty programs.
- Supervises and evaluates the performance of the special education staff.
- Advises school leaders, principals, teachers, service providers, other school based personnel and parents on school policies, curriculum matters, assignment of pupils, and the implementation of new programs, federal/state/local requirements, and techniques as they related to students with disabilities.
- Collaborates on curriculum and assessment activities/actions on behalf of the system's strategic goals.
- Directs the design of program and service offerings in special education in collaboration with other departments; implements necessary publications/marketing/notifications.
- Analyzes the needs of schools to determine the advisability of modification of instructional program or procedures, administrative organization and personnel assignment as it relates to students with disabilities.
- Advises on matters pertaining to utilization of personnel selection and purchase of materials of instruction and equipment associated with special education; including the development of instructional guides/resources/professional development tools.
- Addresses impact of mobility; supports placement decisions.



- Makes recommendations with regard to the design of school buildings being planned or renovated to ensure appropriate and equitable access to students with disabilities; promotion of least restrictive environment.
- Facilitates local consortiums to promote collaborative efforts, creating programming and professional learning communities.
- Routinely evaluates program continuum, services, policies, procedures and due process issues.
- Perform other duties as required

Skills and Abilities Required:

The following characteristics and skills are important for the successful performance of assigned duties:

Empathy and commitment to cause:

- Deep understanding of the urban school system environment and commitment to improving student achievement.
- Passionately believes that all students can achieve at high levels.
- Demonstrates cultural competence and a deep understanding of and empathy for issues facing urban families.

Communication, interpersonal and team skills:

- Builds and maintains strong relationships.
- Works successfully alone or on a team.
- Coaches, coordinates, and leads teams.
- Strong verbal and written communication skills.
- Actively listens to others and able to effectively interpret others' motivations and perceptions.
- Builds consensus and resolves conflicts; exhibits willingness to have difficult conversations.
- Skillfully navigates existing political structures/systems.

Problem solving and systems thinking:

- Understands how various systems / departments interact to achieve the long term goal.
- Makes decisions using data and technology.
- Takes initiative to solve problems and create stakeholder buy-in.

300 River Place, Suite 3600 | Detroit, MI 48207 | (313) 456-3010 www.michigan.gov/ea



- Identifies and prioritizes mission critical issues with alignment of people, time and resources.
- Offer innovative solutions to seemingly intractable problems.
- Exhibits strong focus on goals and results. Sets clear metrics for success.
- Thrives in achievement-oriented and fast-paced environment.
- Removes barriers or obstacles that make it difficult for principals to achieve their goals and ensures that school leaders have the resources they need to succeed.
- Demonstrates excellent execution and project management skills, including attention to detail, organizational skills, ability to balance the big picture with detailed steps to reach the end goal, and ability to balance multiple projects under tight deadlines.

Leadership skills:

- Motivates, inspires, and moves other adults to action to achieve ambitious goals.
- Skilled at re-envisioning, building, and managing a team, especially in a time of growth and change; excellent at identifying talent and taking advantage of each person's skills and contribution to team effort.
- Builds and maintains positive relationships with individuals and groups.
- Moves groups to consensus and resolves conflicts. Exhibits willingness to have difficult conversations.
- Builds coalitions and works collaboratively with diverse stakeholders at all levels, including but not limited to district personnel, students, families, communities, and/or advocacy groups.
- Establishes clear expectations, deliverables and deadlines.
- Sets clear agendas and facilitates effective meetings.
- Ability to train, supervise, and evaluate staff from different cultural backgrounds and skill sets.

Filing Deadline: Posted until filled

Salary: Commensurate with experience

Length of work year: Twelve (12) Months

Effective Date: August 1, 2014

Method of Application: All interested candidates should submit a current resume via e-mail to:

ddonaldson@eaaofmichigan.org

The Education Achievement Authority does not discriminate against, deny benefits to or exclude participation by any person in its programs, activities or employment on the basis of age, race, sex, color, national origin, creed, religion or handicap.

